# Annual 47 C.F.F. § 64.2009(e) CPNI Certification

## **EB Docket 06-36**

Annual 64.2009(e) CPNI Certification for 2007

Date filed: February 28, 2008

Name of company covered by this certification: Midcontinent Communications

Form 499 Filer ID: 802284

Name of signatory: Steven Grosser

Title of signatory: CFO

I, Steven Grosser, certify that I am an officer of the company named above, and acting as an agent of the company, that I have personal knowledge that the company has established operating procedures that are adequate to ensure compliance with the Commission's CPNI rules. See 47 C.F.R. § 64.2001 et seq.

Attached to this certification is an accompanying statement explaining how the company's procedures ensure that the company <u>is</u> in compliance with the requirements set forth in section 64.2001 *et seq.* of the Commission's rules.

The company <u>has not</u> taken any actions (proceeding instituted or petitions filed by a company at either state commissions, the court system, or at the Commission against data brokers) against data brokers in the past year.

The company has not received any customer complaints in the past year concerning the unauthorized release of CPNI/

Signed

Midcontinent Communications

Its Chief Financial Officer

By Midcontinent Communications Investor, LLC,

Managing Partner of Midcontinent Communications

# Midcontinent Communications CPNI Compliance Procedures

Midcontinent Communications policies and procedures to meet the guidelines of CPNI include:

### Marketing:

- The Director of Marketing approves all direct marketing to ensure compliance with the CPNI rules
- Marketing has safeguards to prevent cross product information sharing that would be in violation of CPNI rules
- Marketing does not sell customer lists to outside sources

#### Customer Service:

- Customer service has extensive training, as part of new hire training and on an annual basis, on the importance of customer confidentiality.
- Employees must sign an acknowledgement that they have been advised of and understand the importance of customer privacy every time they receive training on confidentiality.
- Customers must verify their personal account information before an employee can
  provide comments or take requests for any changes to an account. At a minimum,
  customers must provide their name, address and a password of their choice. For inperson requests, customers must present valid photo identification.
- Every entry into a customer account is tagged with the user name entering the account and the user is required to make comments on why the account has been opened
- Customer service representative interactions with customers are monitored for quality assurance, and the monitoring includes evaluation of compliance with privacy requirements.
- Employees have been trained on how to report security breaches.
- Customers that request call detail information by phone will be provided with that information only by mail to the address of record or via a return call to the telephone number of record for the account. Customers may obtain call detail information in person only after presenting valid photo identification.

## Order Processing/Provisioning:

Passwords are used to get into any of Midcontinent systems

- Every entry into a customer account is tagged with the user name entering the account
- Paper documents are scanned and stored electronically for safe keeping and paper copies are shredded
- Processes have been put into place to notify a customer when there has been a request to create or change the customer's address of record, password, back-up for forgotten passwords, or an online account

## Technicians

- Employees have been trained on the need to protect customer CPNI
- Employees have been trained on how to report security breach

#### Management:

- Managers receive training on customer confidentiality on an annual basis
- Managers monitor and coach employees on maintaining customer confidentiality

## **CPNI Security Breaches**

- Midcontinent notifies law enforcement of all breaches of its customers' CPNI pursuant to the procedures and timeframes described in Section 64.2011 of the FCC's rules.
- Midcontinent notifies customers of all breaches of their CPNI pursuant to the procedures and timeframes described in Section 64.2011 of the FCC's rules.
- Midcontinent maintains records of all discovered security breaches and of all
  notifications of security breaches made to law enforcement and customers for a period of
  two (2) years. The records include, to the extent possible, the dates of discovery and
  notification, detailed descriptions of the CPNI that was breached and the circumstances
  of the breach.

# Other procedures to assure compliance with CPNI rules:

- Customer privacy is a part of all job descriptions.
- CPNI compliance processes are reviewed and updated annually or as regulations may require changes.
- Employee training on CPNI is done upon hiring and annually or as processes may change. Employees sign an acknowledgement at each training session.
- Compliance is monitored by managers listening to telephone conversations between employees and customers and/or monitoring data entry for any unusual activities or violation of CPNI rules.
- Compliance is part of an employee annual evaluation process. Compliance can affect employees' raises, promotions, or continued employment.
- Procedures have been put into place for dealing with third parties, including law enforcement.
- An Annual Notice is sent to all customers regarding Midcontinent's CPNI and Privacy Policy.